



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE AND FORT RUCKER
453 NOVOSEL STREET
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
ATTENTION OF:

ATZQ-AP

26 Jun 2008

MEMORANDUM FOR RECORD

SUBJECT: Grade/Rank Waivers to Attend Skill Level One Training at the Grade of SGT/E-5 (non-promotable)

1. The Aviation Proponency (AP) Office is responsible for determining the validity of Grade/Rank waiver requests for SGT/E-5 in Active Army (AA), National Guard (NG), and United States Army Reserve (USAR) status to attend Aviation Skill Level One training at their current grade.
2. Before a determination is made on any Grade/Rank waiver request for a SGT/E-5 non-promotable to attend skill level one training, the waiver request will be carefully evaluated to ensure that the individual meets the requirements of AR 601-210, DA PAM 611-21 <https://perscomnd04.army.mil/mosmartbk.nsf>. Exceptions to Policy for Active Army and Army Reserve E-6/SSG Soldiers and above will not be accepted. The only Exception to Policy requests for E-6/SSG Soldiers that AP will accept are those requests for Soldiers that meet the criteria stated in the Memorandum of Agreement (MOA) between The United States Army Aviation Center of Excellence (USAACE) (Aviation Proponency) and the United States Army National Guard (Aviation & Safety Division), Subject: Authorization Of Army National Guard Soldiers in the Rank of Staff Sergeant (SSG) to attend Military Occupational Specialty (MOS) 15P Reclassification Training at their Present Rank, dated 25 October 2006. Soldiers in an MOS other than 15P who are SGT/E-5 or higher will not be accepted.
3. Once a determination is made, AP will approve or disapprove as required and correspondence will be sent to the unit thru the proper Command. Grade/Rank waivers requests must be in accordance with established standards outlined on the Aviation Proponency Home Page, Enlisted Waivers, located at <http://www.rucker.army.mil/ap/default.htm>.
4. Requests will contain the following documentation and be submitted through the Chain of Command, thru the respective AA/NGB/USAR Approving Authority, to AP.
 - a. Memorandum stating type of request: Grade/Rank, Formal Training, Line Score, Prerequisite & Exception to Policy (routed thru proper channels).
Note: AP will only approve a 1 point line score waiver requests.
 - b. Soldiers Paragraph and Line Number of the assigned unit (or will be placed in upon completion of training).

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c. Current copy of PQR (with correct Rank, ETS, Physical Exam Date, PULHES, Security Clearance).

d. Current copy of ERB or DA Form 2A (with current ASVAB scores and date taken).

Note: If individual's scores and date taken have changed, provide a memorandum from the Education Center or equivalent documentation.

e. All associated DD Form 214's received during service. (NGB and AR only)

f. DA 3081 Periodic Medical Examination (Statement of Exemption)

g. Current Medical Exam (DD 2808 or SF 88) within 5 years. If the most current medical exam is more than 5 years old, a Periodic Health Assessment no more than one year old must accompany the medical exam. Proof of "Normal Color Vision" and proof of "PULHES" is required regardless which medical examination form is used.

Note: If PULHES does not meet the criteria specified in DA PAM 611-21

<https://perscomnd04.army.mil/mosmartbk.nsf> then a waiver from the State Surgeon is required stating that the individual is capable of performing duties associated with the MOS requested. **(MEDPROs will not be accepted)**

h. Proof of SECRET (or Interim) security clearance for waivers requesting MOS 15J, 15N, 15P, and 15Q from unit S-2 Office or Security Manager.

i. Point of Contact to include DSN/Comm/FAX Numbers/E-mail address.

j. Incomplete packets will be returned with no action taken.

5. USAACE point of contact is the Aviation Proponency Office (ATZQ-AP), DSN 558-2359, Commercial (334) 255-2359 or email: Ruck.ATZQ-AP@conus.army.mil

FOR THE COMMANDER:

//Original Signed//

Director, Aviation Proponency